



RECORDS RETENTION AND DISPOSITION SCHEDULE

Health, Department of. Vital Records Section.

Agency: Vital Records Section		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	81-237	MARRIAGE INDEX - MASTER ANNUAL PRINTOUT The Management Information Services Division of the State Department of Health produces this report for the Office of the Registrar of Vital Statistics. It consists of the marriage certificate number, name of the bride and groom, county of issue, and month, day and year of marriage. Used to respond to inquiries on how and where to obtain copies of original marriage certificate(s). Bound volumes currently date back to 1958. This is a permanent and critical record.	MICROFILM according to 60 IAC 2, two (2) years after the close of the calendar year. TRANSFER original (archival) negative roll and hard copies to the INDIANA ARCHIVES after verification of the microfilm for completeness and legibility. TRANSFER duplicate negative roll to the agency. DESTROY duplicate negative roll on termination of the STATE DEPARTMENT OF HEALTH and its successor agencies.
2	81-241	CERTIFICATE OF DEATH, SF 10110 Disclosure of these records may be subject to IC 16-37-1-10 and IC 16-37-3-9(b). This is a permanent and critical record.	MICROFILM according to 60 IAC 2, two (2) years after the close of the calendar year. TRANSFER original (archival) negative roll and hard copies to the INDIANA ARCHIVES after verification of the microfilm for completeness and legibility. TRANSFER duplicate negative roll to the agency. DESTROY duplicate negative roll on termination of the STATE DEPARTMENT OF HEALTH and its successor agencies.
3	81-242	DEATH INDEX This data processing printout is comparable to the Birth Index, Record Series Number 81-239. The Death Index contains the full name, sex, date of death, county of death, and the Death Certificate number and the volume the Death Certificate is recorded in. Disclosure of these records may be subject to IC 16-37-1-10. This is a permanent and critical record.	MICROFILM according to 60 IAC 2, two (2) years after the close of the calendar year. TRANSFER original (archival) negative roll and hard copies to the INDIANA ARCHIVES after verification of the microfilm for completeness and legibility. TRANSFER duplicate negative roll to the agency. DESTROY duplicate negative roll on termination of the STATE DEPARTMENT OF HEALTH and its successor agencies.
4	81-244	INDIANA STATE REPORT OF FETAL DEATH, SF 11410 Also called still births, pursuant to IC 16-37-3-3. Disclosure of these records may be subject to IC 16-37-1-10 and IC 16-37-3-9. Permanent record with the local health officer, pursuant to IC 16-37-3-9.	MICROFILM according to 60 IAC 2 two (2) years after the end of the year in which the certificate was filed in the Office of the Registrar of Vital Statistics. TRANSFER original (archival) negative roll and hard copies to the INDIANA ARCHIVES after verification of the microfilm for completeness and legibility. TRANSFER duplicate negative roll to the agency. DESTROY duplicate negative roll on termination of the STATE DEPARTMENT OF HEALTH and its successor agencies.
5	2005-03	PUTATIVE FATHER REGISTRY AFFIDAVIT AND REQUEST FROM ATTORNEY During an adoption, an attorney will file a request for a search of the Putative Father Registry, to determine if there are any men claiming to be the father of the child being adopted. A Putative Father Affidavit is created displaying the results of the search; this Affidavit is then used to finalize the adoption.	IMAGE on receipt; DESTROY hard copy after verification of images for completeness and legibility. COPY computer data onto an electronic storage medium quarterly. STORE a security copy of the back-up medium in a secure, off-site vault. RE-COPY or CONVERT the security back-up as every three (3) years. DELETE computer data on the termination of the STATE DEPARTMENT OF HEALTH and its successor agencies.

6	2005-04	PUTATIVE FATHER REGISTRATION FORM (SF 46750) This form is filed with the Putative Father Registry by men who believe they may have fathered a child who is being placed for an adoption; it allows them to receive notice of a pending adoption.	MICROFILM according to 60 IAC 2, two (2) years after filing of the record in the Office of the Registrar of Vital Statistics. TRANSFER original (archival) negative roll and hard copies to the INDIANA ARCHIVES after verification of the microfilm for completeness and legibility. TRANSFER duplicate negative roll to the agency. DESTROY agency duplicate negative 100 years after the end of the registration year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
7	2011-22	INDIANA PUTATIVE FATHER REGISTRATION DATABASE INDEX This is a data processing printout. The Indiana Putative Father Index contains the full names. Disclosure of these records may be subject to IC 16-37-1-10. THIS IS A PERMANENT RECORD.	MICROFILM according to 60 IAC 2, two (2) years after the close of the calendar year. TRANSFER original (archival) negative roll and hard copies to the INDIANA ARCHIVES after verification of the microfilm for completeness and legibility. TRANSFER duplicate negative roll to the agency. DESTROY duplicate negative roll on termination of the STATE DEPARTMENT OF HEALTH and its successor agencies.
8	81-238	CERTIFICATE OF LIVE BIRTH, SF 24175 This record may contain information that the child was born out of wedlock. Disclosure of these records may be subject to IC 16-37-1-10. This is a permanent and critical record.	MICROFILM according to 60 IAC 2, two (2) years after the close of the calendar year. TRANSFER original (archival) negative roll and hard copies to the INDIANA ARCHIVES after verification of the microfilm for completeness and legibility. TRANSFER duplicate negative roll to the agency. DESTROY duplicate negative roll on termination of the STATE DEPARTMENT OF HEALTH and its successor agencies.
9	81-239	BIRTH INDEX The Birth Index contains the full name, sex, date of birth, county of birth, and the Birth Certificate number and the volume the Birth Certificate is recorded in. Disclosure of these records may be subject to IC 16-37-1-10. This is a permanent and critical record.	MICROFILM according to 60 IAC 2, two (2) years after the close of the calendar year. TRANSFER original (archival) negative roll and hard copies to the INDIANA ARCHIVES after verification of the microfilm for completeness and legibility. TRANSFER duplicate negative roll to the agency. DESTROY duplicate negative roll on termination of the STATE DEPARTMENT OF HEALTH and its successor agencies.
10	81-240	RECORD OF ADOPTION FORM, SF 5438 Disclosure of these records may be subject to IC 31-19-19-3. Limited accessibility is permitted for listed persons pursuant to the provisions of the Indiana Adoption History Program, IC 31-19-12-1. This is a permanent and critical record.	MICROFILM according to 60 IAC 2 one (1) year after filing of the record in the Office of the Registrar of Vital Statistics. TRANSFER original (archival) negative roll and hard copies to the INDIANA ARCHIVES after verification of the microfilm for completeness and legibility. TRANSFER duplicate negative roll to the agency. DESTROY duplicate negative roll on termination of the STATE DEPARTMENT OF HEALTH and its successor agencies.

11	81-243	<p>AFFIDAVIT REQUESTING AMENDMENT, SF 11616</p> <p>This record series may also include a Correction Affidavit, Paternity Affidavit Upon Marriage and a Report of Legal Change of Name. Disclosure of these records may be subject to IC 16-37-1-10. This is a permanent and critical record.</p>	<p>MICROFILM according to 60 IAC 2 one (1) year after the Affidavits are filed in the Office of the Registrar of Vital Statistics. TRANSFER original (archival) negative roll and hard copies to the INDIANA ARCHIVES after verification of the microfilm for completeness and legibility. TRANSFER duplicate negative roll to the agency. DESTROY duplicate negative roll on termination of the STATE DEPARTMENT OF HEALTH and its successor agencies.</p>
12	82-526	<p>TERMINATED PREGNANCY REPORT, SF 36526</p> <p>This form is completed by a physician performing an abortion and then transmitted to the State Department of Health (ISDH) for statistical purposes. Disclosure of these records may be subject to IC 16-37-1-10, 2004 Edition. Retention consistent with 42 USC 242k(k), (01/04/2006 Edition).</p> <p>For this program, the State Department of Health works under the guidelines of the National Center for Health Statistics. The Center sets the date when the hard copies can be released for transfer.</p>	<p>DESTROY two (2) years after the close of the calendar year.</p>
13	87-349	<p>VITAL RECORDS REQUEST DATA</p> <p>Pursuant to IC 16-37-1-7, a permanent record of each request for a certified copy of a birth certificate must be maintained, containing the date of request, and the name and address of the requestor. The State Department of Health also maintains this information for death certificate requests. The data is maintained in a separate electronic system from the certificates themselves, and is backed-up daily. Disclosure of these records may be subject to IC 16-37-1-10.</p>	<p>BACK-UP data to Computer Output Microfilm (COM) annually. TRANSFER COM to the INDIANA ARCHIVES, for permanent archival retention.</p>
14	89-203	<p>COURT ORDERED DETERMINATION OF PATERNITY, (SF 35432)</p> <p>When the circuit court transmits a determination order to the State Department of Health, a birth certificate may be amended based on this order. This is a permanent and critical record.</p>	<p>MICROFILM according to 60 IAC 2 one (1) year after the amendment of the birth certificate is filed in the Office of the Registrar of Vital Statistics. TRANSFER original (archival) negative roll and hard copies to the INDIANA ARCHIVES after verification of the microfilm for completeness and legibility. TRANSFER duplicate negative roll to the agency. DESTROY duplicate negative roll on termination of the STATE DEPARTMENT OF HEALTH and its successor agencies.</p>
15	89-204	<p>RECORD OF MARRIAGE, (SF 27553)</p> <p>According to IC 31-11-4-18, the State Department of Health shall prescribe a form for recording marriages. The Marriage Index-Master Annual Printout, R.S. # 81-237, is prepared from this form. Marriage records are received at least monthly from the Clerk of the Circuit Court. This is a permanent and critical record.</p>	<p>MICROFILM according to 60 IAC 2 two (2) years after the close of the calendar year. TRANSFER original (archival) negative roll and hard copies to the INDIANA ARCHIVES after verification of the microfilm for completeness and legibility. TRANSFER duplicate negative roll to the agency. DESTROY duplicate negative roll on termination of the STATE DEPARTMENT OF HEALTH and its successor agencies.</p>

16	89-206	<p>APPL FOR PERMIT TO DISINTER, REMOVE AND RE-INTER HUMAN REMAINS (SF#s 38967) & PERMIT TO DISINTER, REMOVE ND</p> <p>These requests may be from an individual, or if no living next of kin, permission must be obtained from a court of competent jurisdiction (IC 23-14-57-1, 2007 Indiana General Assembly.</p>	<p>IMAGE/DATA-ENTER records on receipt; DESTROY hard copy records after verification of electronic data for completeness and legibility.</p> <p>COPY electronic data onto an electronic storage medium quarterly. STORE a security copy of the back-up medium in a secure, off-site vault. RE-COPY or convert the security backup as necessary. DELETE electronic data on the termination of the STATE DEPARTMENT OF HEALTH and its successor agencies.</p>
17	89-208	<p>PATERNITY AFFIDAVIT, LOCAL HEALTH DEPARTMENT, SF 48467, AND PATERNITY AFFIDAVIT, HOSPITAL USE, SF 44780</p> <p>IC 16-37-2-2.1 sets forth the conditions in which a man is presumed to be the biological father of a child. The completion of this Paternity Affidavit permits filing of an original Indiana Certificate of Live Birth for a child born out of wedlock that includes the name of the father. No statute requires the completion of this Paternity Affidavit; it is the option of the mother of a child born out of wedlock to execute the affidavit. This record is used in conjunction with the Certificate of Live Birth, R.S. #81-238, but is maintained as a separate record. Disclosure of these records may be subject to IC 16-37-1-10. This is a permanent and critical record.</p>	<p>MICROFILM according to 60 IAC 2 one (1) year after the filing of the Paternity Affidavit in the Office of the Registrar of Vital Statistics. TRANSFER original (archival) negative roll and hard copies to the INDIANA ARCHIVES after verification of the microfilm for completeness and legibility. TRANSFER duplicate negative roll to the agency. DESTROY duplicate negative roll on termination of the STATE DEPARTMENT OF HEALTH and its successor agencies.</p>
18	90-90	<p>IN ADOPTION HISTORY REGISTRATION</p> <p>Pursuant to IC 31-19-2-5, 2004 Edition, adoption history means: (1) identifying information; (2) the medical history; and (3) non-identifying information. The Indiana Adoption History Registration could contain a brochure briefly explaining the program, the pink Non-Identifying Information Consent, State Form Number 47897, the Blue Form, Identifying Information Consent, State Form Number 47896, and/or State Form Number 46392, ISDH Adoption History Registration Program Birth Parent Nonrelease form. Information may be voluntarily transmitted to the State Registrar who administers the adoption history program. Effective July 1, 1993, an adult adoptee age 21 and over may be able to access this information for adoptions finalized prior to January 1, 1994. A search fee is required. Information is also contained in an electronic (computer) database. Disclosure of these records may be subject to IC 31-19-19-3, 2004 Edition and 2006 Supplement. Adoption records may also be disclosed only in accordance with IC 31-9-2 or IC 31-19, Pursuant to IC 31-19-21-4, 2004 Edition, a person who has transmitted identifying or nonidentifying information may restrict their consent to the release of the information only after the consenting person's death.</p>	<p>IMAGE released records weekly; DESTROY hard copy records after verification of images for completeness and legibility.</p> <p>COPY computer data onto an electronic storage medium quarterly. STORE a security copy of the back-up medium in a secure, off-site vault. RE-COPY or CONVERT the security back-up every three (3) years. DELETE electronic data on the termination of the STATE DEPARTMENT OF HEALTH and its successor agencies.</p>
19	90-91	<p>INDIANA ADOPTION MEDICAL HISTORY REGISTRY</p> <p>This registry is the central depository for the storage and release of medical information filed on the Comprehensive Medical Report (State Form 9966) and the Voluntary Medical Report (State Form 13342, Indiana Adoption Medical History Registry). Individuals who were adopted in Indiana after January 01, 1986, have one (1) or more reports in the registry. Disclosure of these records may be subject to IC 31-19-19-3, and IC 31-19-19-4.</p>	<p>MICROFILM according to 60 IAC 2, one (1) year after filing of the record in the Office of the Registrar of Vital Statistics. TRANSFER original (archival) negative roll and hard copies to the INDIANA ARCHIVES after verification of the microfilm for completeness and legibility. TRANSFER duplicate negative roll to the agency. DESTROY duplicate negative roll on termination of the STATE DEPARTMENT OF HEALTH and its successor agencies.</p>

20	95-54	<p>DELAYED REGISTRATION OF BIRTH, SF 5677</p> <p>Pursuant to IC 16-37-2-5, a Certificate of Birth presented for filing more than four (4) years after the birth occurred is a delayed Certificate of Birth and the record shall be filed only with the State Department of Health. Disclosure of these records may be subject to IC 16-37-1-10. This is a permanent and critical record.</p>	<p>MICROFILM according to 60 IAC 2 three (3) years after filing of the record in the Office of the Registrar of Vital Statistics according to 60 IAC 2. TRANSFER original (archival) negative roll and hard copies to the INDIANA ARCHIVES after verification of the microfilm for completeness and legibility. TRANSFER duplicate negative roll to the agency. DESTROY duplicate negative roll on termination of the STATE DEPARTMENT OF HEALTH and its successor agencies.</p>
21	95-55	<p>AGREEMENT FOR RELEASE OF VITAL STATISTICS DATA TAPES CONTAINING CONFIDENTIAL INFO, SF 44384 and MEMORANDUM OF</p> <p>In accordance with IC 16-37-1-10, 2004 Edition, the State Department of Health may permit the use of data contained in vital statistical records for research purposes only, but no identifying use may be made of the data. This agreement sets forth the conditions for use of the data, the user agrees to pay the actual costs of copying this information and the user must also provide a written plan of disposition of the data tapes. Retention based on IC 34-13-1-1, 2004 Edition.</p>	<p>TRANSFER to the RECORDS CENTER after the end of the fiscal year, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY ten (10) years after the end of the fiscal year.</p>
22	95-56	<p>PUTATIVE FATHER REGISTRY DATABASE</p> <p>Pursuant to IC 31-9-2-100, 2004 Edition, a putative father means a man who may be a child's father but who: (1) is not married to the child's mother on or before the date that the child is born; or (2) has not established paternity of the child in a court proceeding before the filing of an adoption petition for the child. The term includes a male who is less than 18 years of age. The registry's purpose is to determine the identity and location of an undisclosed putative father who may have conceived a child for who an adoption petition has been or may be filed in order to provide notice of the adoption to the putative father (IC 31-19-5-3, 2004 Edition).</p> <p>The registry database consists of information entered from the Putative Father Registry Transmittal, State Form 46784. Registry fees collected by the Clerk of the Court are to be sent to the State Department of Health attached to the completed transmittal. Disclosure of these records may be subject to IC 31-19-5-23, 2004 Edition.</p>	<p>DATA ENTER information from transmittal. DESTROY hard copy on verification of computer data for accuracy. COPY computer data onto an electronic storage medium quarterly. STORE a security copy of the back-up medium in a secure, off-site vault. RE-COPY or CONVERT the security back-up every three (3) years. DELETE computer data on the termination of the STATE DEPARTMENT OF HEALTH and its successor agencies.</p>
23	95-57	<p>RESIDENT OUT OF STATE RECORDS</p> <p>These paper records consist of births and deaths of Indiana residents occurring in other states. The information is transmitted to the Vital Records Section for statistical use.</p> <p>Disclosure of these records may be subject to IC 16-37-1-10.</p> <p>For this program, the State Department of Health works under the guidelines of the National Center for Health Statistics. This federal entity sets the dates for when the hard copies can be released for transfer.</p>	<p>DESTROY three (3) years after the end of the calendar year.</p>